

ATTACHMENT D

SFY 2024 Local Contract Deliverables by Month

Due Date	Data/ Information Requirement	Submit To
Ongoing	<p>Child specific data entry in :</p> <ul style="list-style-type: none"> <input type="checkbox"/> Must be entered within 10 business days of referral, intake date, Eligibility Determination, IFSP date and discharge/transition from the local system. <input type="checkbox"/> For children with Medicaid or FAMIS, Medicaid/FAMIS must be selected in the third party coverage tab and the 12 digit Medicaid/FAMIS number entered within 10 business days of intake. For children who do not have Medicaid or FAMIS at the time of referral, or whose Medicaid or FAMIS coverage ends and is restored, the Medicaid number must be entered into within 60 calendar days of the date on which a determination is made by the Department of Social Services that the child will receive Medicaid or FAMIS coverage or previously cancelled coverage has been restored. 	Enter information in state early intervention data system
7/21/23	Completed quarterly online verification confirming the accuracy of data entered	In accordance with instructions on online form
08/15/23	<p>Complete and submit:</p> <ul style="list-style-type: none"> <input type="checkbox"/> End of Year Fiscal Report for regular Part C funding for SFY 2023 (07/01/22 thru 06/30/23) <input type="checkbox"/> End of Year Fiscal Report for ARPA funds for SFY 2022 (07/01/2021 thru 06/30/2022) are reported separately <input type="checkbox"/> Initial Budget for SFY 2023 (07/01/23 thru 6/30/24) <input type="checkbox"/> Submit a separate budget SFY 2023 (07/01/22 thru 06/30/23) for the use of the American Rescue Plan Act (ARPA) funds 	Technical Assistants and Monitoring Consultants

Due Date	Data/ Information Requirement	Submit To
10/20/23	Completed quarterly online verification confirming the accuracy of data entered.	In accordance with instructions on online form
11/15/23	Federal Balance Report for SFY 2023 (07/01/23 thru 09/30/23) (To simplify the process, please submit your Federal Balance reports to your Monitoring Consultant and your Technical Assistance Consultant. The consultants will then forward the reports to DBHDS Fiscal Office.)	Technical Assistants and Monitoring Consultants
12/01/23	Local Coaching Fidelity Assessment Report (10/01/22– 09/30/23)	Monitoring Consultant
01/22/24	Completed quarterly online verification form confirming the accuracy of data entered.	In accordance with instructions on online form
01/22/24	Assure that family contact information for children with active IFSPs on 12/01/23 is up to date in the state early intervention data system	Enter information in state early intervention data system
02/15/24	Mid-Year Expenditure Report for SFY 2024 (07/01/23 thru 12/31/23). Regular Part C grant funds and ARPA funds shall be reported separately. (To simplify the process, please submit your Mid-Year Expenditure reports to your Monitoring Consultant and your Technical Assistance Consultant. The consultants will then forward the reports to DBHDS Fiscal Office.)	Technical Assistants and Monitoring Consultants
4/22/24	Completed quarterly online verification form confirming the accuracy of data entered.	In accordance with instructions on online form